

EXHIBIT D

J-CON Manual

Volume 1

Part No. E9096
April 1994

Cooperative Computing, Inc., P.O. Box 160700, Austin, TX 78716 (512) 328-2300

SAP_0807586



L0123414

J-CON Manual Table of Contents

About This Manual (Volume 1)		Jan 94
 Chapter 1 Using J-CON (Volume 1)		
Overview	Section 1	Jan 94
System Operation	Section 2	Feb 94
The Console and Terminal	Section 3	Jan 94
Use the Menus and Run Programs	Section 4	Mar 94
Print Reports and Send Messages	Section 5	Jan 94
Jobber Options	Section 6	Jan 94
Appendix A: Set Up Terminals, Printers, and Modems		Jan 94
 Chapter 2 Point-of-Sale/Total Recall (Volume 1)		
Overview	Section 1	Jan 94
The Point-of-Sale Screen	Section 2	Feb 94
Start the Sale	Section 3	Mar 94
Enter Line Items	Section 4	Jan 94
Release a Ticket	Section 5	Feb 94
Print Invoices and Receipts	Section 6	Feb 94
Control Credit	Section 7	Feb 94
Use the Special Functions	Section 8	Mar 94
Edit and Void Invoices	Section 9	Jan 94
Use Inventory Inquiry	Section 10	Mar 94
Appendix A: Set Up Point-of-Sale and PartSource		Feb 94
Appendix B: Status Messages Used in Warehouse Inquiry		Jan 94
 Chapter 3 PartFinder, JobFinder, and InterChange (Volume 1)		
Overview	Section 1	Jan 94
PartFinder	Section 2	Feb 94
JobFinder	Section 3	Jan 94
InterChange	Section 4	Feb 94
Update PartFinder, InterChange, and PartSource	Section 5	Feb 94
Appendix A: Set Up PartFinder and InterChange		Feb 94
Appendix B: Alphabetical List of Related Items		Jan 94
Appendix C: List of PartFinder Abbreviations		Jan 94

Chapter 4 Purchasing and Receiving (Volume 1)

Overview	Section 1	Jan 94
Set and Maintain the Stock Quantity	Section 2	Jan 94
The Flow of Purchasing and Receiving	Section 3	Jan 94
Compute Purchase Orders	Section 4	Jan 94
Print Purchase Orders	Section 5	Feb 94
Edit Purchase Orders	Section 6	Jan 94
Receive Purchase Orders	Section 7	Feb 94
Print Receiving Results	Section 8	Feb 94
Print Outstanding Purchase Orders	Section 9	Jan 94
Add or Edit Vendor Data	Section 10	Feb 94
Print Vendor Data	Section 11	Jan 94
Interstore Stock Transfer System	Section 12	Jan 94
Manual Vendor Returns	Section 13	Feb 94
Appendix A: Set Up Purchasing and Receiving		Jan 94
Appendix B: Error Messages and Purchase Order Recovery		Jan 94

Chapter 5 Forecasting New Stock Quantities (Volume 1)

Overview	Section 1	Jan 94
Calculate the Proposed Stock Quantities	Section 2	Jan 94
Print the Proposed Stock Quantities	Section 3	Jan 94
Edit the Proposed Stock Quantities	Section 4	Jan 94
Post the Proposed Stock Quantities to the JIF	Section 5	Jan 94
How J-CON Calculates the Proposed Stock Quantities	Section 6	Jan 94
Appendix A: Data Fields That Affect Forecasting		Jan 94

Chapter 6 Customer Information (Volume 1)

Overview	Section 1	Jan 94
Add Customers	Section 2	Jan 94
Group and Classify Customers	Section 3	Feb 94
Display and Print Customer Information	Section 4	Feb 94
Edit and Delete Customer Information	Section 5	Feb 94
Sort Customers	Section 6	Jan 94
Print Customer Mailing Labels	Section 7	Jan 94
Change Customer Numbers	Section 8	Jan 94
Appendix A: Customer Information Fields Explained		Feb 94

Chapter 7 Pricing (Volume 1)

Overview	Section 1	Jan 94
Create Pricing Plans	Section 2	Mar 94
Change Pricing Plans	Section 3	Mar 94
Pricing Plan Reports	Section 4	Mar 94
Other Pricing Tools	Section 5	Mar 94
Appendix A: Set Up Pricing		Mar 94
Appendix B: Use Billing Schedules		Jan 94

Index (Volume 1)		Feb 94
------------------------	--	--------

Chapter 8 Inventory Information (Volume 2)

Overview	Section 1	Feb 94
Manufacturer Information	Section 2	Jan 94
Subline Information	Section 3	Jan 94
Part Information	Section 4	Feb 94
Inventory Information Reports	Section 5	Feb 94
Appendix A: Set Up Inventory Information		Feb 94
Appendix B: Part Information Fields Explained		Feb 94

Chapter 9 Physical Inventory (Volume 2)

Overview	Section 1	Jan 94
Work with Physical Inventory Files	Section 2	Jan 94
Print Count Sheets and Inventory Control Sheets	Section 3	Jan 94
Enter Counts or Recounts	Section 4	Jan 94
Print Recount Sheets	Section 5	Jan 94
Work with Add-On Parts	Section 6	Jan 94
Print the Physical Inventory Reports	Section 7	Feb 94
Post the Counts to the JIF	Section 8	Feb 94
Delete Physical Inventory Files	Section 9	Jan 94

Chapter 10 Manufacturer Conversion Tables (Volume 2)

Overview	Section 1	Jan 94
Work with Manufacturer Conversion Tables	Section 2	Jan 94

April 1994

Table of Contents

SAP_0807589

L0123417

Chapter 11 Advanced Database Maintenance (Volume 2)

Overview	Section 1	Jan 94
How ADM Works	Section 2	Jan 94
Request ADM Updates	Section 3	Feb 94
Post the Update File	Section 4	Jan 94
Delete Request Files and Update Files	Section 5	Jan 94
CCINET	Section 6	Jan 94
Reports	Section 7	Jan 94
Other ADM Functions	Section 8	Jan 94
Appendix A: Set Up CCINET and ADM		Feb 94
Appendix B: Error Messages on the Processing Status Report		Jan 94

Chapter 12 The Accounts Receivable System (Volume 2)

Overview	Section 1	Jan 94
Customer Accounts Receivable Information	Section 2	Jan 94
Display Customer Accounts Receivable Information	Section 3	Jan 94
Apply Payments and Journal Entries	Section 4	Jan 94
The Payment Report	Section 5	Jan 94
Correct Posting Errors	Section 6	Jan 94
The Accounts Receivable Post Report	Section 7	Jan 94
Handle Delinquent and Bad Debt Customers	Section 8	Jan 94
Pay Off Installment Balances	Section 9	Jan 94
Enter Paidouts	Section 10	Jan 94
Change the Accounting Method for a Customer	Section 11	Jan 94
Troubleshoot Accounts Receivable	Section 12	Jan 94
Appendix A: Set Up Accounts Receivable		Jan 94
Appendix B: Common Jobber Accounts Receivable		Jan 94

Chapter 13 Closing the Day (Volume 2)

Overview	Section 1	Jan 94
Print the Invoice Status Report	Section 2	Jan 94
Handle Invoices	Section 3	Jan 94
Balance the Cash	Section 4	Jan 94
Work with Profit Exceptions	Section 5	Jan 94
Start Automatic End-Of-Day Processing	Section 6	Jan 94
Appendix A: Set Up Closing the Day		Jan 94

Chapter 14 Ending the Month and Year (Volume 2)

Overview	Section 1	Jan	94
End-of-Month Information	Section 2	Jan	94
Calculate Service and Special Charges	Section 3	Jan	94
Print an Aged Accounts Receivable Report	Section 4	Jan	94
Print Statements	Section 5	Jan	94
Print Payouts	Section 6	Jan	94
Purge and Age Accounts Receivable	Section 7	Jan	94
End-of-Year	Section 8	Jan	94
Appendix A: Set Up Service Charges and Special Charges		Jan	94

Chapter 15 Management Reports (Volume 2)

Overview	Section 1	Jan	94
Daily Reports	Section 2	Feb	94
Monthly Reports	Section 3	Feb	94
Stock Adjustment Reports	Section 4	Feb	94
Appendix A: Set Up Management Reports		Jan	94

Chapter 16 Price Labels (Volume 2)

Overview	Section 1	Jan	94
Description of Labels	Section 2	Jan	94
Quantity of Labels	Section 3	Jan	94
Print Labels for Price Changes and Store Start-Ups	Section 4	Jan	94
Print Labels for Stock Orders	Section 5	Jan	94
Print Labels for Special Situations	Section 6	Jan	94
Print Labels for Shelves	Section 7	Apr	94
Appendix A: Set Up the Price Labeling System		Jan	94

Chapter 17 System Security (Volume 2)

Overview	Section 1	Jan	94
Layers of Security	Section 2	Feb	94
Control Terminal Run Privileges	Section 3	Feb	94
Set Up Password Privileges	Section 4	Feb	94
Set Up Point-of-Sale Security Options	Section 5	Feb	94
Appendix A: Jobber Options That Affect Security		Jan	94

Jobber Options (Volume 2)	Feb	94
---------------------------------	-----	----

Index (Volume 2)	Apr	94
------------------------	-----	----

J-CON Manual

Volume 2

The J-CON Manual is a...

...

...

...

...

...

...

Part No. E9096
April 1994

Cooperative Computing, Inc., P.O. Box 160700, Austin, TX 78716 (512) 328-2300

SAP_0808130

L0123957

J-CON Manual Table of Contents

About This Manual (Volume 1)		Jan 94
 Chapter 1 Using J-CON (Volume 1)		
Overview	Section 1	Jan 94
System Operation	Section 2	Feb 94
The Console and Terminal	Section 3	Jan 94
Use the Menus and Run Programs	Section 4	Mar 94
Print Reports and Send Messages	Section 5	Jan 94
Jobber Options	Section 6	Jan 94
Appendix A: Set Up Terminals, Printers, and Modems		Jan 94
 Chapter 2 Point-of-Sale/Total Recall (Volume 1)		
Overview	Section 1	Jan 94
The Point-of-Sale Screen	Section 2	Feb 94
Start the Sale	Section 3	Mar 94
Enter Line Items	Section 4	Jan 94
Release a Ticket	Section 5	Feb 94
Print Invoices and Receipts	Section 6	Feb 94
Control Credit	Section 7	Feb 94
Use the Special Functions	Section 8	Mar 94
Edit and Void Invoices	Section 9	Jan 94
Use Inventory Inquiry	Section 10	Mar 94
Appendix A: Set Up Point-of-Sale and PartSource		Feb 94
Appendix B: Status Messages Used in Warehouse Inquiry		Jan 94
 Chapter 3 PartFinder, JobFinder, and InterChange (Volume 1)		
Overview	Section 1	Jan 94
PartFinder	Section 2	Feb 94
JobFinder	Section 3	Jan 94
InterChange	Section 4	Feb 94
Update PartFinder, InterChange, and PartSource	Section 5	Feb 94
Appendix A: Set Up PartFinder and InterChange		Feb 94
Appendix B: Alphabetical List of Related Items		Jan 94
Appendix C: List of PartFinder Abbreviations		Jan 94

Chapter 4 Purchasing and Receiving (Volume 1)

Overview	Section 1	Jan 94
Set and Maintain the Stock Quantity	Section 2	Jan 94
The Flow of Purchasing and Receiving	Section 3	Jan 94
Compute Purchase Orders	Section 4	Jan 94
Print Purchase Orders	Section 5	Feb 94
Edit Purchase Orders	Section 6	Jan 94
Receive Purchase Orders	Section 7	Feb 94
Print Receiving Results	Section 8	Feb 94
Print Outstanding Purchase Orders	Section 9	Jan 94
Add or Edit Vendor Data	Section 10	Feb 94
Print Vendor Data	Section 11	Jan 94
Interstore Stock Transfer System	Section 12	Jan 94
Manual Vendor Returns	Section 13	Feb 94
Appendix A: Set Up Purchasing and Receiving		Jan 94
Appendix B: Error Messages and Purchase Order Recovery		Jan 94

Chapter 5 Forecasting New Stock Quantities (Volume 1)

Overview	Section 1	Jan 94
Calculate the Proposed Stock Quantities	Section 2	Jan 94
Print the Proposed Stock Quantities	Section 3	Jan 94
Edit the Proposed Stock Quantities	Section 4	Jan 94
Post the Proposed Stock Quantities to the JIF	Section 5	Jan 94
How J-CON Calculates the Proposed Stock Quantities	Section 6	Jan 94
Appendix A: Data Fields That Affect Forecasting		Jan 94

Chapter 6 Customer Information (Volume 1)

Overview	Section 1	Jan 94
Add Customers	Section 2	Jan 94
Group and Classify Customers	Section 3	Feb 94
Display and Print Customer Information	Section 4	Feb 94
Edit and Delete Customer Information	Section 5	Feb 94
Sort Customers	Section 6	Jan 94
Print Customer Mailing Labels	Section 7	Jan 94
Change Customer Numbers	Section 8	Jan 94
Appendix A: Customer Information Fields Explained		Feb 94

Chapter 7 Pricing (Volume 1)

Overview	Section 1	Jan 94
Create Pricing Plans	Section 2	Mar 94
Change Pricing Plans	Section 3	Mar 94
Pricing Plan Reports	Section 4	Mar 94
Other Pricing Tools	Section 5	Mar 94
Appendix A: Set Up Pricing		Mar 94
Appendix B: Use Billing Schedules		Jan 94

Index (Volume 1)	Feb 94
-------------------------------	---------------

Chapter 8 Inventory Information (Volume 2)

Overview	Section 1	Feb 94
Manufacturer Information	Section 2	Jan 94
Subline Information	Section 3	Jan 94
Part Information	Section 4	Feb 94
Inventory Information Reports	Section 5	Feb 94
Appendix A: Set Up Inventory Information		Feb 94
Appendix B: Part Information Fields Explained		Feb 94

Chapter 9 Physical Inventory (Volume 2)

Overview	Section 1	Jan 94
Work with Physical Inventory Files	Section 2	Jan 94
Print Count Sheets and Inventory Control Sheets	Section 3	Jan 94
Enter Counts or Recounts	Section 4	Jan 94
Print Recount Sheets	Section 5	Jan 94
Work with Add-On Parts	Section 6	Jan 94
Print the Physical Inventory Reports	Section 7	Feb 94
Post the Counts to the JIF	Section 8	Feb 94
Delete Physical Inventory Files	Section 9	Jan 94

Chapter 10 Manufacturer Conversion Tables (Volume 2)

Overview	Section 1	Jan 94
Work with Manufacturer Conversion Tables	Section 2	Jan 94

Chapter 11 Advanced Database Maintenance (Volume 2)

Overview	Section 1	Jan 94
How ADM Works	Section 2	Jan 94
Request ADM Updates	Section 3	Feb 94
Post the Update File	Section 4	Jan 94
Delete Request Files and Update Files	Section 5	Jan 94
CCINET	Section 6	Jan 94
Reports	Section 7	Jan 94
Other ADM Functions	Section 8	Jan 94
Appendix A: Set Up CCINET and ADM		Feb 94
Appendix B: Error Messages on the Processing Status Report		Jan 94

Chapter 12 The Accounts Receivable System (Volume 2)

Overview	Section 1	Jan 94
Customer Accounts Receivable Information	Section 2	Jan 94
Display Customer Accounts Receivable Information	Section 3	Jan 94
Apply Payments and Journal Entries	Section 4	Jan 94
The Payment Report	Section 5	Jan 94
Correct Posting Errors	Section 6	Jan 94
The Accounts Receivable Post Report	Section 7	Jan 94
Handle Delinquent and Bad Debt Customers	Section 8	Jan 94
Pay Off Installment Balances	Section 9	Jan 94
Enter Payouts	Section 10	Jan 94
Change the Accounting Method for a Customer	Section 11	Jan 94
Troubleshoot Accounts Receivable	Section 12	Jan 94
Appendix A: Set Up Accounts Receivable		Jan 94
Appendix B: Common Jobber Accounts Receivable		Jan 94

Chapter 13 Closing the Day (Volume 2)

Overview	Section 1	Jan 94
Print the Invoice Status Report	Section 2	Jan 94
Handle Invoices	Section 3	Jan 94
Balance the Cash	Section 4	Jan 94
Work with Profit Exceptions	Section 5	Jan 94
Start Automatic End-Of-Day Processing	Section 6	Jan 94
Appendix A: Set Up Closing the Day		Jan 94

Chapter 14 Ending the Month and Year (Volume 2)

Overview	Section 1	Jan 94
End-of-Month Information	Section 2	Jan 94
Calculate Service and Special Charges	Section 3	Jan 94
Print an Aged Accounts Receivable Report	Section 4	Jan 94
Print Statements	Section 5	Jan 94
Print Payouts	Section 6	Jan 94
Purge and Age Accounts Receivable	Section 7	Jan 94
End-of-Year	Section 8	Jan 94
Appendix A: Set Up Service Charges and Special Charges		Jan 94

Chapter 15 Management Reports (Volume 2)

Overview	Section 1	Jan 94
Daily Reports	Section 2	Feb 94
Monthly Reports	Section 3	Feb 94
Stock Adjustment Reports	Section 4	Feb 94
Appendix A: Set Up Management Reports		Jan 94

Chapter 16 Price Labels (Volume 2)

Overview	Section 1	Jan 94
Description of Labels	Section 2	Jan 94
Quantity of Labels	Section 3	Jan 94
Print Labels for Price Changes and Store Start-Ups	Section 4	Jan 94
Print Labels for Stock Orders	Section 5	Jan 94
Print Labels for Special Situations	Section 6	Jan 94
Print Labels for Shelves	Section 7	Apr 94
Appendix A: Set Up the Price Labeling System		Jan 94

Chapter 17 System Security (Volume 2)

Overview	Section 1	Jan 94
Layers of Security	Section 2	Feb 94
Control Terminal Run Privileges	Section 3	Feb 94
Set Up Password Privileges	Section 4	Feb 94
Set Up Point-of-Sale Security Options	Section 5	Feb 94
Appendix A: Jobber Options That Affect Security		Jan 94

Jobber Options (Volume 2)	Feb 94
---------------------------------	--------

Index (Volume 2)	Apr 94
------------------------	--------